SCHEDULING A PRE-APPLICATION MEETING FOR AN ENVIRONMENTAL RESOURCE PERMIT

Pre-Application Review

The regulatory review process can usually be expedited if the applicant elects to participate in a pre-application conference with District engineers and environmental scientists early in the project planning process. A meeting with District staff can help the applicant and the project designers to better understand District rules and regulations, and help District staff understand the project. The District staff can outline procedures to facilitate submittal of a complete application or explain permitting requirements, as needed. Any potential permitting problems could be identified at the meeting.

Information Needed for a Pre-Application Meeting

Depending on the resource issues to be discussed, the applicant (or authorized agent) may need to provide the following information for the proposed project or activities relative to ERP regulation.

1. Geographic references such as Section, Township, Range and Parcel ID (if available).
2. An overview map displaying the section, township, range and project location or parcel ID, if available and/or a detailed map (acceptable maps include tract maps, parcel maps, plats or similar engineering construction drawings, or aerial photography at the plat-tract map scale).
3. The total land area and project area;
4. Existing and proposed topography showing the existing and proposed flow patterns;
5. The location of any on site or adjacent wetlands and other surface waters;
6. The location and details of the existing and proposed surface water management system;
7. A brief narrative describing the proposed construction activity;
8. Construction drawings to illustrate the proposed activities;
9. The history behind any existing SWM or Environmental Resource Permits from the SFWMD within the total land area;
10. Location of impervious surfaces (i.e. buildings, parking areas, etc.), the amount of proposed impervious area and the amount of impervious area to be removed, if any;
11. Soils information;
12. FEMA flood hazard map;
13. Sediment/erosion control plan;
14. Operation and maintenance plan

To Arrange a Pre-application Meeting

1. Fill out the Pre-Application Meeting Request form and e-mail or fax it to the appropriate individual listed on the Pre-Application Meeting Contact list.

2. District staff will contact you by telephone or e-mail to establish a time and place for the meeting.

After the Meeting

1. A summary of the meeting, taken by the applicant, should be submitted to the District for review. If the District feels that the minutes are not accurate, a revised copy will be returned to the applicant for correction. The meeting summary will be kept on file until such time as an application is filed.

The applicant is cautioned that District regulatory rules and criteria can change over time and any guidance given at the pre-application meeting may no longer apply if an application is not filed soon after the pre-application meeting.